



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro
Wednesday, March 18, 2026

I. Call to Order & Roll Call

II. Adoption of Minutes

- a. Adoption of February 18, 2026 Minutes

III. Reports

- a. **Monthly Report**
- b. **Upcoming Programs/Events**
- c. **Updates**

IV. New Business

- a. Little Pink Houses of Hope

V. Old Business

- a. Pickleball Courts
- b. Skate Park Area
- c. 2025 Festival Advertising Reports
- d. Future Agenda Items

VI. Comments

VII. Adjournment

Next Meeting April 15, 2026

Town of Swansboro
Swansboro Parks & Recreation Advisory Board
February 18, 2026

Item II - a.

I. Call to Order & Roll Call The meeting of the Swansboro Parks and Recreation Advisory Board for November 19th was called to order at 5:30 PM by Deb. P. Roll call was conducted with the following members present Deb Pylypiw, Matthew Prane, Jennifer Steele, Elena Messenger, and Bets Love. Ryan Swanson was absent. Anna Stanley and Sara Elliott were present on behalf of Swansboro Parks and Recreation.

II. Adoption of Minutes

a. Adoption of Minutes November 19, 2025- The board identified that there were spelling errors in the first paragraph of the minutes, specifically with Deb P's and Ryan's name being misspelled. After noting these corrections, Jenn S. made a motion to accept the minutes as corrected and Betts L. seconded the motion and they were approved unanimously.

III. Reports

- a. Monthly Report-** Anna S. presented December and January monthly reports, explaining that since the board did not meet last month, both reports were included. She noted that social media metrics frequently change as platforms modify what information they display, resulting in some variations and blank fields in the reports between months.
- b. Upcoming Programs/Events-** Sara E. outlined several upcoming events: Easter Egg Hunt on April 2nd (requesting volunteer help), Touch-A-Truck on April 25th, and Pirate Fest on May 9th. A meeting with Onslow County is scheduled to finalize entertainment details for Pirate Fest. The Cherry Point Air Show is pending but may conflict with Pirate Fest as it has in previous years.

Starting in April, new Tiny Olympics and Sprout Olympics programs will launch, funded by a \$4,800 youth sports grant from the state's gambling revenue allocation. These quarterly programs will introduce toddlers to sports through obstacle courses and basic athletic activities with parental participation.

Earth Day programming will partner with Swansboro High School's Eco Club to create sun catchers from reusable materials and potentially host a clothes swap. Pickleball programming continues with themed tournaments including "Luck of the Paddle" for St. Patrick's Day and "Cinco de Dinko" for May.

A new walking program called "Walking Through Swansboro" will begin in March, led by staff member Brehmer on Tuesday mornings at 9 AM, with registration required and a 10-person capacity limit.

- c. **Updates-** Anna S. reported that the Mullet Festival won "best t-shirt" at a medium event competition. She is preparing TDA grant applications for both Onslow County (\$20,000) and Swansboro TDA (\$6,500) for the 2026-2027 cycle.

Regarding the skate park, preliminary approval has been received to remove the equipment, though the official letter is pending. Legal concerns about liability prevent selling the equipment, so it will likely be scrapped for metal recycling.

IV. New Business

- a. **2026-2027 Budget-** Anna S. reviewed the comprehensive budget review that was previously shared with the Board of Commissioners. She stated the department is performing well overall. Revenue shortfalls are primarily due to the absence of summer camp, which would have generated approximately \$15,000. The department struggles annually with instructor contract budgeting due to unpredictable program demand.

Expenditure challenges include exceeding budgets for splash pad repairs (due to a major computer module replacement) and playground maintenance (due to aging equipment requiring costlier repairs). The department may need budget amendments or fund transfers to address these overruns.

Staffing challenges persist due to competitive wages in surrounding areas. The department lost potential summer camp staff when candidates declined positions after learning salary details. Anna requested a full-time recreation coordinator and the return of a recreation assistant position to provide programming backup and reduce dependence on a single staff member.

Current part-time staff lack programming responsibilities in their job descriptions and compensation levels, making it difficult to expand their roles without additional pay. Anna decided future hires must be willing to work with children and assist with programming.

Capital requests include tennis court resurfacing (\$30,000 over two years), new fitness equipment based on member surveys, playground equipment replacement, increased splash pad repair funding, and the possibility of establishing a capital reserve fund for major repairs, a vehicle replacement, and a shared tablet for on-site registrations and maintenance documentation.

- b. **2026 Festival Sponsorship-** Anna S. reported a 73% increase in sponsorships for 2025, bringing in six new sponsors. The Swansboro Festivals received \$20,000 from Onslow County Tourism and is requesting \$6500 for the 2025-26 fiscal year

and in-kind sponsorships totaled approximately \$39,000. The cancellation of Mullet Festival will create a \$30,000 revenue shortfall since vendor fees were rolled over rather than collected.

Budget requests include additional shuttles due to parking challenges, overtime pay for part-time festival staff, enhanced WiFi capabilities, and increased marketing funds for website improvements, new photography, and video content for television advertising.

Sara E. presented separate Parks & Recreation sponsorship packets, designed with assistance from Christian, featuring different sponsorship levels and benefits for various programs and events.

V. Old Business

- a. Pool Committee Survey - Matthew Prane presented the swimming pool committee survey results and recommendations. He began by summarizing the committee's history for newly elected commissioners, noting that the community had been requesting aquatic programs for nearly two decades.

The survey received 415 total responses, representing approximately 1.6 percent of the total population when including Swansboro and ETJ, with additional responses from Hubert and surrounding areas. Over 300 respondents indicated they would use a community pool, supporting the hypothetical 300-membership model previously discussed.

Top program interests included aquatic aerobics, recreational use, and learn-to-swim programs. Prane noted the demographics showed strong representation across age groups, with particular interest from families with elementary and middle school-aged children.

He presented economic impact information including revenue retention in the community, reduced travel time and costs for families, and health and wellness benefits. The presentation emphasized alignment with drowning prevention initiatives and diversity programming for all ages.

Prane outlined a draft concept comparing their proposal to the YMCA in Jacksonville, using half the acreage and focusing on essential programming. He estimated minimum land requirements at 5 acres, noting that parking takes up the majority of space and suggesting dual-purpose development for additional town parking.

The presentation concluded with key questions for commissioners: whether the survey demonstrated sufficient interest, if the town would prioritize the project,

and whether suitable land was available. Without land availability, Prane indicated the project could not move forward. He suggested that if the town determined it lacked resources, the discussion should shift to county-level leadership and partnerships.

Prane emphasized that while one consultant's report suggested the project was too large for Swansboro alone, he believed a municipal pool was achievable if the town committed to it, having seen similar projects in smaller communities. He requested direction from commissioners on next steps and offered to disband the committee if there was no support for moving forward.

- b. Pickleball Courts- Anna indicated she has updates, but the advisory board wanted to end the meeting due to time constraints. She mentioned that the previous proposal discussed is no longer viable and that she plans to present new information to the Board of Commissioners soon.

VI. Comments- No public comments were made.

VII. Adjournment- Elena Messenger moved to adjourn the meeting. Jennifer Steele seconded the motion. Motion passed unanimously. The meeting adjourned at 6:49 PM.

Next Meeting March 18, 2026 5:30 PM

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Completed redesign of 2026 sponsorship packet.
- Distributed sponsorship packets to previous and prospective sponsors.
- Secured Title Sponsor, Team Chevrolet of Swansboro has remained on for another year.
- Assistant Director securing in-kind sponsorships.
- Executed band contracts.
- Coordinated with Front Row Communications on advertising for festivals with Our State Magazine.

Miscellaneous

- Continue to work on the pickleball courts project. Exploring grant options.
- Providing feedback on Visitors Centers plans.
- Budgeting: completed end of year expense and revenue projections, draft of 2026-27 budget, CIP plans, and staffing needs. Prepared mid-year annual review presentation for Board of Commissioners.
- Executed contracts for on-going reservation documents for both youth and adult soccer associations.
- Pre-planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Began preparing information for Onslow County Tourism Assistance Grant Program; application is due March 17, 2026.
- Preparing applications for Swansboro Tourism Development Authority. Submitting applications to request \$2000 for advertising funds for PirateFest and \$6500 for Swansboro Festivals.
- Attended the State Directors Conference for North Carolina.
- Assisted with Onslow County Senior Games Kickoff on February 15.
- Assisted Onslow County Board of Elections to hold early voting at the Swansboro Recreation Center.
- Managing special event applications.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Attend pool committee meetings.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity

From 2/9/2026 to 3/11/2026

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	263	31	10	0	125
Resident	44	6	5	0	14
Non-Resident	219	25	5	0	111
No Residency Set	0	0	0	0	0
Demographics					
< 18	56	3	2	0	19
18 - 65	131	24	3	0	84
65+	76	4	5	0	22
Male	112	11	4	0	49
Female	151	20	6	0	76
Other Genders	0	0	0	0	0
Online vs In-House					
Online	105	0	0	N/A	72
In-Person	158	31	10	N/A	53

Metrics-social media

February

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,577	148,800	23,700	833	4,400	83
Facebook-Festivals	9,340	1,100	484	10	153	9

Revenue

February

Slip Fee - Town Dock	\$386
Rental Fees-Parks	\$1678
Rentals Rooms	\$2,040
Rec Program Fees	\$3,177
Rec Event Sponsorship	\$500
Gym Memberships	\$315
Dog Park Memberships	\$15
Festival Vendor Fees	\$1,790
Festival Sponsorship	\$10,500

ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department.
- Compiled daily deposits.
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration.
- Completed instructor payouts for recently finished programs.
- Completed monthly reservation receipts.
- Ordered supplies for upcoming programs and events.
- Handled staff scheduling for Rec Center, events, and reservations.
- Planned and executed Tiny Trekkers and Sprout Scouts for the month
- Continued obtaining festival quotes for 2026
- Continued working on 2026-27 budget
- Confirmed WTF t-shirts for PirateFest
- Obtained all quotes for PirateFest 2026
- Planned and executed several Valentine's programs including Galentines, The Valentine Exchange, and Love at First Dink
- Completed and delivered Parks & Recreation Sponsorship packet to potential sponsors
- Submitted PO's and completed purchases for Youth Sports Grant
- Attended NC Festival ShowFest in Charlotte
- Attended Onslow County Health Department training
- Met with Onslow County Animal Services about new partnership
- Helped planned and advertise new walking program
- Attended Swansboro Parks & Recreation Advisory Board Meeting
- Met with Onslow County Parks & Recreation to discuss PirateFest 2026
- Finalized PirateFest payments
- Submitted military request for Touch-A-Truck
- Began planning for Easter

Planned Programs and Events

Sweetheart Sprouts – February 6th

- 18 registered and 17 attended

Tiny Trekkers Dino Sensory Play Day – February 20th

- 12 registered and 11 attended
- 1 waitlisted

Stitchin' With My Galentines – February 10th

- 11 registered and 11 attended

Love at First Dink – February 14th

- 51 registered and 46 attended

Tai Chi – January 8th – February 12th

- 12 registered and 4 waitlisted

Adult Voice Classes

- 10 registered

Fellowship Night – February 16th

- 9 attended

STAYING BUSY

- March 2026-

Town of Swansboro Parks & Recreation

All activities take place at the Recreation Center (830 Main St Ext) in Swansboro, unless otherwise noted. The Recreation Center's hours are as follows: Mon-Fri, 9 AM-7 PM, Sat, 8 AM-12 PM, closed Sunday. Call (910) 326-2600 for more info. Be sure to visit our website at swansboro.recdesk.com to register for programs/events.

Adult Programs

Onslow County Senior Services Nutrition Site:

Contact Onslow County Senior Services for more information.

Mon-Fri, 9 AM-12 PM

Fitness Programs

Tai Chi

March 5th – April 9th

Join Swansboro Parks & Recreation for Tai Chi with instructor Sifu Dr. Harold McMillion for a 6-week series, every Thursday starting at 2:00PM at the Swansboro Recreation Center. Tai chi is a series of gentle physical exercises and stretches. Each posture flows into the next without pause, ensuring that your body is in constant motion.

Adult Voice Classes

March 4th – April 8th

Do you love to sing and want to grow your skills? Or maybe you've always dreamed of learning but never knew where to start—this program is for you! Our Adult Voice Classes are designed to help you build confidence, discover your voice, and explore the joy of singing. Whether you're a complete beginner or have some experience, you'll find support, encouragement, and plenty of fun along the way. Dr. Ayumi Nakamae brings years of study and a Doctorate of Arts in Music, along with a deep passion for voice performance. She can't wait to share her expertise and help you on your musical journey!

2026 Open Pickleball League

January 2026 – December 2026

The 2026 Pickleball Open Play Membership will start January 1, 2026 and run until the end of the year, December 31, 2026.

Programs

Luck of the Paddle Pickleball Tournament

March 14th 9 AM

Join us on March 15th at Swansboro Municipal Park for the Luck of the Paddle Pickleball Tournament! The entry fee is just \$20 and includes access to exciting raffles, snacks, and prizes for the 1st and 2nd place winners. The tournament will feature a double-elimination format with games played to 15 points, winning by 1. The tournament will be divided into three age groups: 18-49, 50-64, 65+. Partners will be randomly selected in the week leading up to the tournament. Substitutes may also register in case of no-shows on the day of the event. Additional prizes will be awarded for the best St. Patrick's Day-themed outfits, so come dressed to impress!

Music Bingo

March 12th 6 PM

Join us for a fun-filled night of Music Bingo featuring a mix of genres everyone will enjoy! Test your music knowledge, sing along, and compete for a chance to win gift cards to local Swansboro businesses and restaurants. Due to popular demand we are bringing back the potluck! It is completely optional, but bring a small dish to share whether it is an appetizer or dessert, we will supply the utensils! This program is completely free, but spots are limited — please register everyone in your party to reserve your spot!

Item III - b.

Lucky Little Sprouts

March 6th 10 AM & 11:30 AM

Welcome to our Sprout Scouts program, designed specifically for our littlest ones ages 1 to 2 at the Swansboro Parks and Recreation Department! Our program aims to provide a stimulating and engaging environment where toddlers can explore, create, and play in a safe and nurturing setting.

Tiny Titans

March 20th 10 AM

Welcome to our Tiny Trekkers program, designed specifically for our little ones ages 3-6 at the Swansboro Parks and Recreation Department! Our program aims to provide a stimulating and engaging environment where children can explore, create, and play in a safe and nurturing setting.

Theatre Trip: 1776 The Musical

March 15th 12 PM

Join us for a trip to the Theater! Swansboro Parks and Recreation will be providing transportation and tickets to 1776 The Musical at Thalian Hall! \$60/person Experience the birth of a nation like never before in 1776 the Musical, a bold and witty retelling of America's fight for independence. As tensions rise in the Second Continental Congress, John Adams, Thomas Jefferson, and Benjamin Franklin struggle to persuade a divided nation to declare freedom from British rule. With a Tony Award-winning score and a fresh, thought-provoking perspective, this powerful production brings history to life with humor, heart, and relevance for today.

Be on the lookout for additional programs

Register for programs at:

swansboro.recdesk.com

Like us on Facebook: Town of Swansboro

Follow us on Instagram: @swansboro_recre8



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- April 2026-

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January 2026 – December 2026

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Events

Easter Egg Hunt

April 2nd 6 PM

Join us at Swansboro Municipal Park for our annual Easter Egg Hunt. This event is free and open to all ages, with designated age groups, plenty of prizes and candy, and a special visit from the Easter Bunny. We hope to see you there!

Touch-A-Truck

April 25th 10 AM – 2 PM

Touch-A-Truck provides a unique opportunity for those young and young at heart to explore, touch, learn what the trucks do, how they work, and how they benefit our community. This is your chance to climb in, take a seat behind the steering

wheel and imagine being the driver of a fire engine, ambulance, bobcat, and many, many more! Bring out your entire family for a day of fun and hands on vehicle experience.

Item III - b.

Programs

Sprout-lympics

April 17th 10 AM

Get ready for big fun for our littlest athletes. Sprout-lympics is designed especially for children ages 1–2 to introduce movement, basic sports skills, and active play in a safe and supportive environment. Through age-appropriate activities, your little one will develop gross motor skills, balance, coordination, and hand-eye coordination while building confidence and having fun. Parents and caregivers are encouraged to participate alongside their child to support engagement and create meaningful shared experiences.

Tiny Olympics

April 11th 10 AM

Get ready for an action-packed experience for young athletes! Tiny Olympics is tailored for children ages 3–6, offering a fun and engaging way to explore movement, sports skills, and active play. Kids will improve their balance, coordination, agility, and hand-eye skills through age-appropriate challenges and games, all while boosting confidence and learning teamwork. Parents and caregivers are welcome to join in the fun, helping create positive, shared experiences as children discover the joy of being active.

Earth Day Suncatcher

April 22nd 12 PM 3 PM

Join us at Swansboro Municipal Park for our Earth Day Suncatcher Craft! Participants will use dried flowers and recycled materials to create a beautiful suncatcher to take home. Two session times are available, and pre-registration is required to secure your spot. Celebrate Earth Day with creativity and sustainability!

Earth Day Swap N' Shop

April 18th 9 AM

Celebrate Earth Day by recycling clothing pieces and finding new wardrobe staples. Drop off any spare clothing pieces and receive tickets to shop for new fashion finds. Earn 1 ticket for 2 donations or 3 tickets for 5 donations. Donation deadline is Monday, April 13th. Pre-registration is required.

Be on the lookout for additional programs

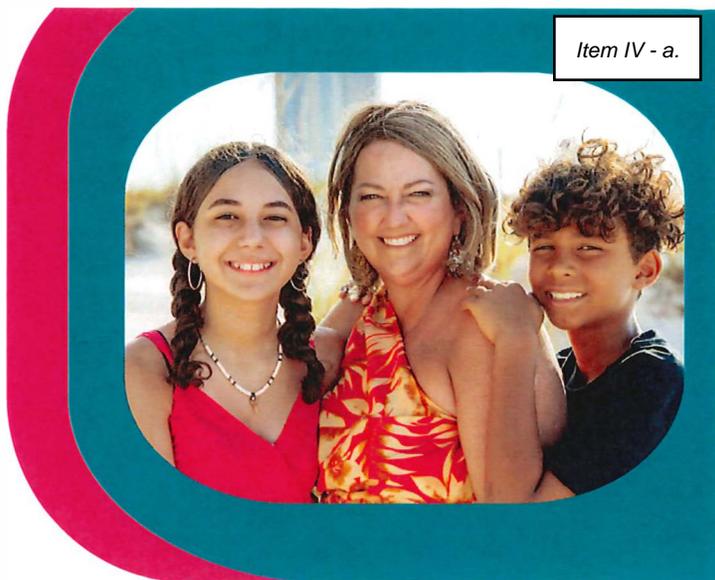
Register for programs at:

swansboro.recdesk.com

Like us on Facebook: [Town of Swansboro](https://www.facebook.com/TownofSwansboro)

Follow us on Instagram: [@swansboro_recre8](https://www.instagram.com/swansboro_recre8)





Emerald Isle, NC August 15 - August 22, 2026

BREAST CANCER FAMILY RETREAT

A free week-long retreat is just what the doctor ordered.

Join us as a volunteer, property donor, or financial supporter as we create a once-in-a-lifetime vacation experience for 10-12 breast cancer families. We believe a cancer diagnosis does not just affect the patient, but the entire family. Every retreat is designed to help families relax and reconnect during the cancer journey.

Share your gifts and talents to make the week memorable for families.

**Have questions or know you want to help in some way?
Contact our Emerald Isle Retreat Coordinator Dawn Walker
dawn@littlepink.org - (336) 260-1309**



www.littlepink.org

Little Pink is a 501 (c)3 non-profit organization.
Federal Tax ID# 27-3365488
2442 Tribek Court, Burlington, NC 27215 / 336-213-4733
All gifts are tax deductible as allowed by law.



Little Pink Houses of Hope is non-profit organization that provides FREE weeklong vacations for breast cancer patients and their families. We believe a cancer diagnosis does not just affect the patient, but the entire family. We are excited about our upcoming retreat **Oct 17-24, 2026, in Emerald Isle, NC**, a community that has generously surrounded families with donations of meals, activities, and support. The financial burden of every aspect of a vacation is removed so that families can relax and reconnect for a week - free of appointments, doctors, and daily demands.

We are asking for your support! Our retreats leverage the compassion of generous donors to provide for our families in need. Our model is successful because wonderful individuals, local businesses and organizations provide houses, meals, activities, and financial support for our retreats. Little Pink Houses of Hope is a 501 (c)3 organization and all financial donations and donations of goods and services are tax deductible.

Your generosity will help us continue to provide retreat opportunities for breast cancer families. Please feel free to contact me if you have any questions.

Thank you for giving families hope!
Sincerely,

L.J.r.:.:.:

(272) 764-7905

lynne@littlepink.org

Dawn Walker

(336) 260-1309

dawn@littlepink.org

Volunteer Retreat Coordinators, Emerald Isle, NC



www.littlepink.org

Little Pink Houses of Hope
336-213-4733 www.littlepink.org
2442 Tribek Ct., Burlington, NC 27215
Fed Tax ID# 27-3365488



Town of Swansboro

Event Application Packet

Friendly City by the Sea • Established 1783



Swansboro Parks and Recreation

Updated 3-27-23

Section 1: Event Introduction/On-Site Info.

1. Event Name Paddle Boarding

2. Organization Sponsor Little Pink Houses of Hope

3. Event Date August 19 2026
Time Start 10:00 Time End 12:00
Has your event been held previously? Yes/No Yes
If so, where and when? Bicentinnial Park August 2025

4. On-site Person Responsible:
Name Lynne Griffin
Home Address 116 Buccaneer Ct Peletier NC 28584
E-mail lynne@littlepink.org Phone _____

5. Facility/Park Requested Bicentinnial

6. Brief Event Description Ocean Cure comes to provide instructions for the Little Pink families Swansboro paddle boards provide the equipment.
iL Cigno provides parking.

7. Expected attendance 50 or less

8. Describe any admission fees and/or items to be sold/distributed N/A

Section 2: Services Required/Outside Items

1. Describe plans for clean-up Little Pink will ensure all trash is containerized

2. Will extra trash receptacles be necessary? Yes ___ # ___ No X

Refuse Removal: Town Staff will work with applicant for extra trash removal based on event. An additional fee may be applied for this service.

3. Describe how you propose to control parking and traffic at the event. How many people do you plan to provide or hire to accomplish these functions? Will you need to incorporate road closures or use barriers? We will park at iL Cigno

4. Will First Aid be provided? Yes X No ___
If so, by whom? Retreat Volunteer or 911 Medical Certification Level _____

5. List any other required services you may need None

6. Will you utilize temporary structures (i.e., tents, concession stand, stage)? If yes, describe each type and planned location. _____

Will a tent or overhead canopy larger than 400 sq. feet be erected at this event? Yes ___ No X

****A temporary tent or canopy larger than 400 sq. feet requires a permit and inspection from the Town of Swansboro in order to be used at the event.**

7. Do you plan to provide additional portable restrooms? Yes ___ No X
If yes, how many? _____ where? _____

8. Will there be vendors at your event? Yes ___ No X
What type of vendors will be at your event? (food vendors, craft vendors, etc.) _____

***All additional required vendor information can be found under the 'Events with Vendors' portion of this application.**

9. Alcohol:

**** Alcohol sale and consumption is strictly limited to indoor facilities **ONLY!** ****

Will alcoholic beverages be sold at the event? Yes ___ No X

If yes, what facility are you planning to use? Recreation Center ___ Town Hall ___

Park (list park) _____

In order to serve alcohol an ABC permit is required. Whose name will be on the license?

Name _____ Home Phone _____

Address _____

Is the vendor a licensed liquor establishment? Yes ___ No ___

Contact person _____

Work Phone _____ Home Phone _____

Address _____

How will the liquor be dispensed? _____

How will admission to the beer/liquor area be controlled by age? _____

10. Describe Security proposal for the event None _____

****If security arrangements are deemed inadequate by the Police Chief, the applicant shall be REQUIRED to employ law enforcement officers through the Swansboro Police Department.**

Section 3: Guidelines/Cancellations/Vendors

Town of Swansboro defines an 'Event'- Any organized gathering for the purpose of entertainment, fund-raising, or celebration activities, which is not sponsored by the Town. Events shall include, but not be restricted to, parades, festivals, fairs, dances, exhibitions, or shows of any kind held on public right-of-way or involving the use of Town property or personnel.

Event Guidelines:

- A Major Event, for these purposes, is defined as one which, in the opinion of the Swansboro Parks and Recreation Department, will necessitate special concerns or accommodations because of its nature.
- A Major Event may be scheduled by any individual or group, for paid fees and charges (see fee schedule attached) as agreed upon in this document.
- A Major Event shall follow all State and Local laws, including Town of Swansboro Ordinances and aforementioned fee schedule.
- The Event Organizer is responsible for contacting the Swansboro Parks and Recreation Department to request a reservation for the event.
- The Event Organizer will be responsible for completion of all forms and payment of all fees to the Swansboro Parks and Recreation Department prior to confirmation of the event schedule. All events must be confirmed and all paperwork in place at least 45 days prior to the event date. Marketing is not allowed until contract is signed and approved.
- The Event Organizer shall meet with the Swansboro Parks and Recreation Director and/or Public Works Director, Town Manager, for the purposes of coordinating logistics. This meeting is required.
- The placement of tent stakes, anchors, or any other objects into the ground may only be permitted in certain areas, and with a permit. These locations must be approved in advance by the Swansboro Parks and Recreation Parks Director and/or Public Works Director
- For events involving animals, the event sponsor will be responsible for being in compliance with specific rules, County Guidelines, and ordinances of the Town of Swansboro. All animals, at their respective events, must adhere to reservation and permit allowances. Under no circumstances will dogs/animals be allowed to perform attack or protection activities in Town of Swansboro operated facilities. All dogs must be on leashes at all times.
- The Event Organizer may request to display banners or signs advertising the event within the facilities. These requests will be reviewed and approved/disapproved on a case-by-case basis. Approved banners/signs will be placed in locations designated by the Parks Director. The Event Sponsor is responsible for erecting banners/signs and for removal of same at the conclusion of the event. Reference the banner application for more information on displaying banners/signs
- Absolutely, no nails, staples, or tape should be used for the inside facilities in order to hang decorations.

- The Event Organizer assumes all responsibility for any licenses, fees, permits, etc. that may be required for the operation of a concession stand and vendors. Responsibility for proper sanitary conditions will be maintained and assumed by the group.
- TOWN and Event Organizer agree that the Event Organizer is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of event sponsor’s operations. Accordingly, event sponsor shall be responsible for payment of all federal, state, and local taxes as well as business license fees arising out of Sponsor’s activities. Taxes shall include, but not be limited to, Federal and State Income, Social Security, and Unemployment Insurance taxes. Event Organizer, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
- The Event Organizer must be present at all times during the event and have all necessary permits and paperwork.
- Use of the facility is only for the times and dates listed on the permit, and the site must be vacated by the end of the contracted rental time. The facility will be made available at the beginning of the contracted rental time.
- The Event Organizer must provide reasonable accommodations to persons with disabilities, in strict accordance with the Americans with Disabilities Act. Accordingly, the Event Organizer will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person’s race, origin, gender, or sexual orientation.
- The Event Organizer must ensure that all vendors, rental companies, etc. comply with the time limits, parking restrictions, and all other facility/park regulations.
- The Event Organizer is responsible for all damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the renter. The building and grounds will be inspected prior to and after use by Town of Swansboro staff to determine condition and potential damage charges. Damages will be billed to the Event Organizer.
- The event or festival shall secure liability insurance effective during the course of the festival or event. The kind of insurance required shall include but not be limited to comprehensive general liability including: personal injury and blanket contracting.
- **MINIMUM EVENT INSURANCE REQUIREMENTS:** Attach certificate of liability insurance to this form. Town of Swansboro must be listed as the Certificate Holder. Event should carry at a minimum \$1,000,000 general liability coverage.

Cancellations:

- Cancellations must be received in writing, either by mail, fax, or e-mail. No telephone cancellations will be accepted.

Cancellation 14 days in advance.....full refund of fees
 Cancellation at least 48 hours in advance.....refund of fees, less than 2 hours of use
 Cancellation less than 48 hours in advance.....no refund of fees

Note: Cancellations due to **severe weather systems** (storms, hurricanes, natural disasters) or facility damage/closure, will be rescheduled on the first available date of the customer’s choice or fee returned in full.

Events with Vendors

Events Involving Food Vendors:

- Event organizer having food vendors at event, must adhere to Swansboro Parks and Recreations food vending policies. Event sponsor is required to submit an event application to the Onslow County Health Department for special event application.

Food Vendor Requirements:

Please ensure that all food vendors adhere to these requirements

Food vendors MUST obtain permits from the Onslow County Health Department. Food sites will be examined and must receive a permit prior to the event. Food vendors will be examined throughout the event. Please direct temporary food permit questions to:

Onslow County Health Department
312 College Street Jacksonville, NC 28540
Phone: (910)938-5851

- **All food vendors must provide a Certificate of Liability Insurance upon registration with vendor application-** Attach certificate of liability insurance to this form. Town of Swansboro must be listed as the Certificate Holder. Vendor should carry at a minimum \$1,000,000 general liability coverage.
- All food vendors must display Health Department permits (18"x24") on the front of their booth along with all menu items and prices.
- Per the National Electric Code (NEC), all temporary wiring installations shall be provided with ground-fault circuit interrupters (GFCI). This means all available receptacles at the festival will be GFCI protected. All vendor wiring, including drop cords, should be checked for proper polarity and continuity of ground conductors. Please test all your equipment before arriving at the festival, as no exceptions will be made. All cords must be secured/covered as so they are not a trip hazard for patrons.

Regulations:

- Electrical outlets are limited and are only available at some locations. These outlets are available on a first come first serve basis. To ensure adequate power, you must provide total voltage and number of amps your equipment draws with this application. Please include all types of equipment you will be using. It is strongly recommended you bring a generator as a backup. Power strips are not allowed.
- Booths must be neat in appearance. Please leave your space clean at the end of each day. Booths must be manned at all times during event hours.
- Vendors are encouraged to bring their own garbage containers. Do not pour grease, oil, dirty water, food debris, hot coals, or other waste on the ground, in public trash receptacles or down street sewer pipes.
- Vendors are required to handle their own NC state sales tax.
- Any vendor failing to meet all requirements and regulations shall be subject to removal from event area.
- The Town of Swansboro will not be responsible for damage to personal property during this event.
- All vendor exhibits should refrain from displaying sex, drugs, gangs, profanity, or illegal behavior.

Agreements/Statements

Applicant acknowledges and agrees that after the event, all Parks and Recreation facilities/parks affected by the use requested on this application shall be thoroughly cleaned of all rubbish and other debris. If the applicant fails to clean up within 24 hours after conclusions of the event, the department head shall authorize the work to be done at the expense of the applicant; fee of \$150.

Applicant Signature Lynne Griffin

HOLD HARMLESS STATEMENT AND AGREEMENT

Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.

Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the festival.

Lynne Griffin

02/16/2026

Applicant Signature

Date

THIS PAGE TO BE COMPLETED BY TOWN STAFF

Item IV - a.

Copies of application to:

Position	Comments/Concerns
P&R Director	
Police Chief	
Fire Chief	
Town Admin.	
Code Enforcement	
Public Works	
Water/Sewer	

Date Received _____ Date Paid _____

Fees Required _____

Electrical Outlets _____

Estimated Attendance _____

Notes

TOWN OF SWANSBORO PARKS RESERVATION APPLICATION & REGULATIONS

1. All organizations, groups and individuals will be responsible for any damages that occur while they are using the park facility. All organizations, groups and individuals will be responsible for the cleanup of the premises immediately following their use each day. Failure to abide by these rules will affect future use of recreation facilities.
2. Organizations, groups, or individuals wishing to use these park facilities should contact the Town of Swansboro and request a park reservation. Reservations are available for the current year only unless prior approval is received from the Town of Swansboro.
3. Trash is to be picked up around the picnic area and disposed of properly. Groups must supply their own trash bags and dispose of the bags by removing them from the park or by placing them in the containers provided. **Littering is prohibited.**
4. No open fires are allowed except in the designated grill locations inside the picnic area. Charcoal may only be used in grills. **Please do not leave the picnic area or park until the grill fire is completely extinguished.**
5. If the picnic area, bathrooms or surrounding area are damaged or left in disarray, a maintenance fee of \$30.00/employee/hour will be charged.
6. Groups reserving any park must not disturb or interfere with any person or party using any other area of the park or any person or party participation in authorized activities within the park.
7. No possession, consumption or display of alcohol or any controlled substance or containers are allowed within the park. Any person under the influence of alcohol or any controlled substance is prohibited in the park.
8. No firearms or other dangerous weapons are allowed in the park. This does not apply to law enforcement officers while engaged in the discharge of their duties.
9. **All rules posted at the park are to be followed.**
10. Flagrant misuse of the park and recreation facilities will result in the forfeiture of the future use and reservation privileges. Persons failing to comply with the rules of the park set forth by the town of Swansboro may be denied future use of the facilities.
11. Any event held by an organization open to the public or charging any fees shall submit a Special Event application, provide the Town of Swansboro with written release of liability and certificate of insurance.
12. No person shall bring dogs or other pets into parks, unless such pets are (a) kept on leashes and under restraint by their owners or handlers, (b) kept in carriers, or (c) kept in owner's' vehicles. Pet owners must collect and properly dispose of any waste from their pets. No person shall bring pets - other than service dogs trained to assist disabled person - into park buildings, including restrooms. No animal, wild or domestic, shall be harassed or molested by people or pets while on park property.
13. Paid reservations, Town sponsored events, and activities shall have priority for the use of park picnic shelters. All other use shall generally be considered on a first come, first serve basis. (Excluded facility: The Pug Pavilion, Olde Towne Square; available by reservation only.
14. Not for Profit Organizations: Qualified Not for Profit organizations providing a local community service, or event open to the public free of charge may reserve a park facility at no cost. Site specific reservations for programs and events that are not open to the public, or charge a fee, will be required to pay the resident rental rate for the reservation. Organizations will be provided meeting space on a first come first served basis, or in a space designated by the Department, at no cost. Regular rental rates will apply should the organization desire to reserve a specific space, date and time, or plan to charge a fee to attendees of the event.
15. I have paid the appropriate fee and I am responsible for the group reserving the picnic area and I have read and fully understand the Park Agreement. I understand and agree to abide by the rules of the agreement and all rules posted at the park. I further understand that failure to abide by the rules of the park could result in suspension from the park or arrest, if warranted. I agree to defend, indemnify, and hold harmless the Town of Swansboro from any claims for loss or damages, including expenses and defuse cost it incurs as a result of my use of the premises.

TOWN OF SWANSBORO PARKS RESERVATION APPLICATION

Item IV - a.

Name _____ Organization _____

Provide documentation of Non-Profit Status if applicable

Address _____ City/State _____ Zip _____

Telephone(s) _____ Email _____

Park Requested _____ Date(s) Requested _____ Time(s) _____

Purpose of Rental _____

I, _____, the authorized representative of _____ declare that the Swansboro Park identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damages to the park or its facilities. Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. **I have received and agreed to all terms of the Parks Reservation Application.**

Signature of Applicant

Date

Resident Rate	Park Facilities Fees	Non-Resident Rate
\$10/hr.	Municipal Park Tennis Courts	\$15/hr.
\$10/hr.	Municipal Park Basketball Courts	\$15/hr.
\$15/hr.	Municipal Park Large Picnic Shelter	\$25/hr.
\$10/hr.	Municipal Park Medium Picnic Shelter	\$15/hr.
\$15/hr.	Municipal Park Concession Stand	\$25/hr.
\$20/hr.	Municipal Park Athletic Fields	\$30/hr.
\$10/hr.	Riverview Park Small Picnic Shelter	\$15/hr.
\$25/hr.	Riverview Large Covered Deck	\$40/hr.
\$50/hr.	Downtown Park Bandstand/Pavilion (2 hr. minimum required)	\$75/hr.
\$15/hr.	Pirates Den Park Large Picnic Shelter	\$25/hr.
\$15/hr.	Pineland Park Picnic Shelter	\$25/hr.
\$25	Parks Open Space/Church Street Gazebo Usage Permit	\$40
\$10	Permit with Reservation (i.e.-grills, tent, inflatables, DJ)	\$15
\$5	Ice with Reservation (available only during Recreation Center hours of operation)	\$5
	Parks/Facilities are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals, during operation hours	

Refunds for event cancellation:

Cancellation at least 14 days in advance Full Refund of Fees
 Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee
 Cancellation less than 48 hours in advance No Refund of Fees

Reservations must be made at least 3 days in advance

Administrative Use Only:

Calculate Applicable Fees _____ Hourly Rate* Total Hour(s)
 Comments: _____ Ice with Reservation
 _____ Permit for outside items
 Received by: _____ (i.e. – grills, tent, inflatables, DJ)
 Rec Desk ID: _____ Items: _____